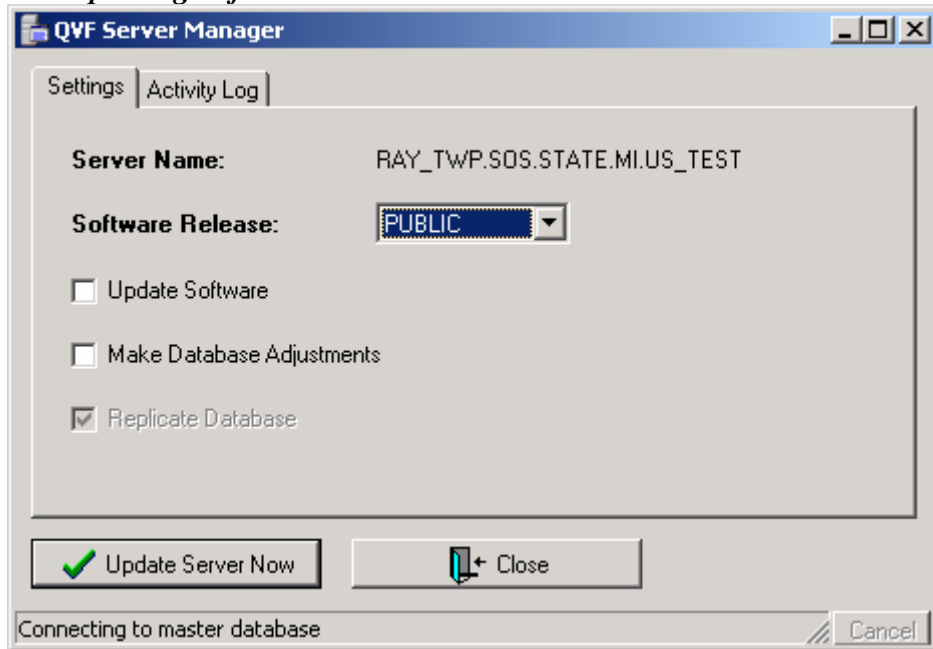


## Chapter 13 - QVF Server Manager

April 2006

### *Replicating and Updating Software*



### ***Replication: An Overview***

Replication is the process by which all voter registration transactions initiated in the various branch Secretary of State offices and local clerks offices are shared between the QVF server in Lansing and local QVF servers that are located in each county clerks office and the offices of selected cities and townships throughout the state. There are two methods of replication, manual and automatic. Included in the Oracle 8 upgrade is a new feature that automatically replicates your database on a daily basis. With this new feature, each QVF computer is now pre-programmed to automatically replicate sometime between 8:00 pm and 5:00 am.

For the automated replication feature to work, all you have to do is 1) close out of the QVF software and 2) leave your computer turned on overnight. At the pre-programmed time, your computer will automatically dial Michnet and replication will begin. The Michnet connection will automatically disconnect once the replication has been completed.

It is possible for the pre-programming installed in your computer to become out of sync. This may result from your computer being turned off at night or by a Michnet connection failure. Being out of sync will disable the automatic replication feature. You can resynchronize your computer by performing a manual replication.

The ***QVF Server Manager***, which is represented by an icon on the Windows Mail Desktop, is used to update the QVF software and perform manual replications. You can update your software or perform a manual replication at any time. When you manually replicate, the ***QVF Server Manager*** automatically checks the central server in Lansing to see if a new version of software is available. If a new version is available, ***QVF Server Manager*** will replicate and automatically update your software.

In addition to the sharing and exchange of voter registration transactions, replication also synchronizes the computer clock in the Lansing server and the local or remote servers around the state.

To perform a manual replication or manual software update, follow the steps outlined below.

Action	Result
Double click on the <b>QVF Server Manager</b> icon.	The <b><i>QVF Server Manager</i></b> screen is displayed.  The <b><i>Connecting Dial Michnet</i></b> screen appears and automatically connects you to the Internet.
	After a moment, the following <b><i>Warning</i></b> will appear: "Please note that you should not run this program while other QVF applications are running. If you are currently running other QVF applications, please exit them NOW before proceeding." (Wait for the <b><i>Warning</i></b> screen to appear before proceeding.)  Note: If you have not first established your Internet connection, you will also get a <b><i>QVF Server Manager Error</i></b> screen, "ORA – 12560: TNS: protocol adapter error".
Click on the [OK] button and exit the QVF if necessary.	The <b><i>Warning</i></b> screen disappears.
Ensure that <u>Software Release is Public</u> .	
<u>Replicate Database</u> will already be checked. If you need to manually <u>Update Software</u> or <u>Make Database Adjustments</u> , check those two boxes. Then click on the [Update Server Now] button.	Replication, software update and database adjustments begin, if chosen.
If you want to know how much progress is being made in the server update process, click on the <b>Activity Log</b> tab.	The <b><i>Activity Log</i></b> tab is displayed showing what steps in the server update have been accomplished.
At the end of the process, a <b><i>Message</i></b> screen will be displayed, "Server has been Updated Successfully." Click on the [OK] button.	You are returned to the Windows Main Desktop.
Right click on the <b>Internet Connection</b> icon in the lower right corner of the screen.	The <b><i>Connection</i></b> menu is displayed.
Click on <b><i>Disconnect</i></b> .	Your internet connection is broken.

The automatic replication feature is designed to replicate once in a day. Therefore, if you

manually replicate, automatic replication may not occur at the pre-programmed time but will resume in 24 hours.

If you initiate a manual replication to resynchronize the automatic replication feature, you may receive an error message telling you that a replication is already in progress. This means that your computer is attempting to automatically replicate; your computer is programmed to make several attempts before giving up. If you initiate a manual replication during one of these attempts, the manual replication will fail. In this case, wait for the automatic replication to complete. You can then verify that the replication was successful by checking your inbox for new voter registration transactions.

Ordinary phone connections disconnect automatically after 20 minutes of inactivity. ISDN lines connected manually must be disconnected manually.

Replication may fail for a number of reasons. If your manual replication fails after three attempts, contact the Help Desk for assistance.